

§ 301-72.2

§ 301-72.2 May we utilize methods of transportation other than common carrier (e.g., POVs, chartered vehicles, etc.)?

Yes, but only when use of common carrier transportation:

- (a) Would interfere with the performance of official business;
- (b) Would impose an undue hardship upon the traveler; or
- (c) When the total cost by common carrier would exceed the cost of the other method of transportation.

§ 301-72.3 What method of payment must we authorize for common carrier transportation?

You must authorize one or more of the following as appropriate:

- (a) GSA's Government contractor-issued individually billed charge card(s);
- (b) Agency centrally billed or other established accounts;
- (c) Cash payments (personal funds or travel advances in the form of travelers checks or authorized ATM cash withdrawals) when the cost of transportation is less than \$100, under § 301-51.100 of this chapter (cash may or may not be accepted by the carrier for the purchase of city pair fares); or
- (d) GTR(s) when no other option is available or feasible.

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Subpart B—Accounting for Common Carrier Transportation

§ 301-72.100 What must my travel accounting system do in relation to common carrier transportation?

Your system must:

- (a) Authorize the use of cash in accordance with § 301-51.100 or as otherwise required;
- (b) Correlate travel data accumulated by your authorization and claims accounting systems with common carrier transportation documents and data for audit purposes;
- (c) Identify unused tickets for refund;
- (d) Collect unused, partially used, or downgraded/exchanged tickets, from travelers upon completion of travel;
- (e) Track denied boarding compensation from employees;

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(f) Identify and collect refunds due from carriers for overpayments, or unused, partially used, or downgraded/exchanged tickets; and

(g) Reconcile all centrally billed travel expenses (e.g., airline, lodging, car rentals, etc.) with travel authorizations and claims to assure that only authorized charges are paid.

§ 301-72.101 What information should we provide an employee before authorizing the use of common carrier transportation?

You should provide the employee:

- (a) Notice that he/she is accountable for all tickets, GTRs and other transportation documents;
- (b) Your procedures for the control and accounting of common carrier transportation documents, including the procedures for submitting unused, partially used, downgraded/exchanged tickets, refund receipts or ticket refund applications, and denied boarding compensation; and
- (c) A credit/refund address so the carrier can credit/refund the agency for unused tickets (when the tickets have been issued using an agency centrally billed account or by GTR).

Subpart C—Cash Payments for Procuring Common Carrier Transportation Services

§ 301-72.200 Under what conditions may we authorize cash payments for procuring common carrier transportation services?

In accordance with § 301-51.100.

§ 301-72.201 What must we do if an employee uses cash in excess of the \$100 limit to purchase common carrier transportation?

To justify the use of cash in excess of \$100, both the agency and traveler must certify on the travel claim the necessity for such use. See 41 CFR 101-41.203-2.

§ 301-72.202 Who may approve cash payments in excess of the \$100 limit?

You must ensure the delegation of authority for the authorization or approval of cash payments over the \$100 limit is in accordance with 41 CFR 101-41.203-2.